

## WHEN DO I NEED A BUILDING PERMIT?

You need to obtain a building permit for all new construction and additions or when altering or renovating existing buildings. You generally do not have to obtain a building permit to make minor repairs although there are exceptions to this rule. Additions, finishing an attic or basement, or changing interior walls are examples of alterations that do require a building permit. In addition most exterior additions such as a deck, pool, fence, shed (larger than 100 sq feet), or garage or other additions all require a building permit. The following types of work require a building permit:

- New construction - new additions
- Replacement of septic system
- Alteration and renovation of an existing building
- An addition to an existing building
- A change in use of a building
- Change to or the installation of a heating system
- Removal or cutting of any structural beam or bearing support
- Removal or change of any required means of egress
- Work affecting structural or fire safety
- Work that increases the non conformity of an existing building
- Work that affects public health or safety

The following is a list of common projects needing a Building Permit:

Storage Sheds >100 sq ft, Gazebos, Fences >6ft in height, Swimming Pools, Basement Finish, Fireplace, Retaining Walls >4 ft high, Hot Tubs, Furnace Replacement, Decks, Patios and Patio Enclosures, Porch, Room or House Additions, Garages, Plumbing work, Electrical Work and generally all types of major alterations and remodeling.

This list may not include all projects needing permits. If in doubt - simply contact the building inspector's office and inquire as to the need for a permit. Before starting any project, please, contact the Building Inspector to find out whether a permit is required for your project.

Consult Building Permit Applications Procedure at <http://Fremont.nh.gov>

### WHAT DIFFERENT TYPES OF PERMITS DO I REQUEST?

New Construction Building Permits  
Additions & Renovations Building Permits  
Plumbing Permits  
Electrical Permits  
Mechanical Permits  
Oil Burner Permits  
Demolition Permits

In addition driveway permits are required for any new or altered driveways. These permits are obtained through the Road Agent. An approved driveway permit is required prior to issuing a building permit for new units.

Septic system plans and permits are obtained through the Department of Environmental Services and are required prior to issuing a building permit when a new build is involved.

Oil Burner Permits are obtained through the Fire Chief or his designee.

### HOW DO I CLOSE OUT MY BUILDING PERMIT WHEN THE PROJECT IS COMPLETE?

Generally the final inspection will provide closure on your building project and concludes with the issuance of a Certificate of Occupancy (green copy of the Building Permit) for all building type permits. You should look to receive your green copy for your records when the Building Inspector performs the final inspections. Trade and Utility permits are closed at the time of final inspection for the work performed.

### WHAT IS THE FEE FOR BUILDING PERMIT?

Building permits are based on an estimated and calculated cost of construction and the rates are adjusted from time to time. Different rates are set for living space, garage, storage and decks and are calculated based on square footage of the project. Specific trade and utility permits have a flat application fee. A building permit fee schedule is available at the Town Hall or consult <http://fremont.nh.gov>

### HOW DO I OBTAIN A BUILDING PERMIT?

Contact the Building Inspector during posted business hours or make appointments otherwise or simply pick up a building permit application from the town hall. For all major projects it is suggested that you meet with the building inspector before you start your project.

### HOW LONG WILL IT TAKE TO APPROVE MY PERMIT?

Most projects take 1-3 days for plan and zoning review. Some projects however may take longer. Once reviewed and approved you will be contacted to pick-up your plans, at that time you will be required to pay all fees associated with your project.

### ARE THERE ANY PRIOR APPROVALS REQUIRED?

If applicable - For all major building permit applications you will need an approved driveway permit and a approved state septic system approval before a building permit can be issued; other regulation and code approvals may apply depending on the complexity of your project.

All elements of zoning ordinance must be in compliance before a permit can be issued - unless the applicant has sought and been granted a variance or special exception through the Zoning Board. If the request is for multi-family (more than one or two-family) you will be required to get a site plan review approval from the planning board before a building permit can be issued. If the permit request involves a change of use you may be required to seek site plan review and approval prior to obtaining a building permit.

### WHAT ARE THE SUBMISSION REQUIREMENTS FOR A NEW BUILD?

Submissions for permits will vary depending on the application and type of permit; however generally the following detailed items (if applicable) may be needed to be included on your construction drawings are as follows: foundation plan, floor plan, wall sections, building elevations, floor framing plans, roof framing plans. Elements of the electrical planning, heating plans, plumbing plans, and energy planning are also generally needed to insure compliance to building codes. Include:

1. Site Plan-This is a drawing which shows your property with existing structures, easements, lot dimensions, setbacks, and any floor plan information. Draw to scale the proposed project on this drawing showing dimensions and distance to property lines. The application form provides a space to provide this diagram. Include location of existing buildings, septic, and wells.
2. Construction Drawings- The drawings will show how your project will be constructed. Most drawings can be drawn by you or your contractor.
3. For larger new builds you should expect to have to provide detail plans for most elements of the build.

### WHAT INSPECTIONS DO I NEED FOR MY PROJECT?

Each project is unique and requires various types of inspections. When you come in to pick-up your permit we will advise you of required inspections. It is the responsibility of the permit holder to contact the building inspector at the appropriate times for inspections. An "Inspection Schedule" is available online at <http://fremont.nh.gov>

### WHAT NEEDS AN ELECTRICAL PERMIT?

Any major renovations for new circuits or extension of an existing circuit, including kitchen, bath, basement remodeling, swimming pools, and hot tubs would likely require electrical permitting. Installing, altering or extending any hard-wired electrical system. You do not need a permit to do work that would not physically "break" a circuit, such as repairing appliances cords or replacing a breaker or fuse. Anytime major electrical is involved an electrical permit is required. An electrical permit is required for all new builds in addition to the building permit.

### WHEN DO I NEED A PERMIT FOR PLUMBING WORK?

A permit is required to install, replace or even abandon plumbing fixtures -- such as toilets, sinks, water heaters, dishwashers -- OR to do any plumbing repairs that would break the seal on any waste delivery plumbing. Replacements in kind generally would not require a permit however additions and modifications would. Anytime major plumbing is involved in the larger project a plumbing permit must also be obtained. A plumbing permit is required for all new builds in addition to the building permit.

#### WHEN DO I NEED A PERMIT FOR MECHANICAL WORK?

When installing or changing any part of a heating or cooling system which has ductwork or which must be vented into any kind of chimney. Installation, alteration, or repair of gas piping between the supply and appliance (indoors or outdoors) requires permitting. Installation of new liquid propane services require a permit, many times the service provider will pull the permit for the tank installations on your behalf. Anytime major mechanical is involved in the larger project a mechanical permit must also be obtained. A mechanical permit may be required for new builds in addition to the building permit.